My Request tile:

Displays all requests (orders) that you have submitted based on selected time frame and request status. Enables reordering or cancellation of eligible request items; provides access to material information and specific item details.

- Click on the ‘My Requests’ tile
- Request Period (filter based on predefined period)
- Status (Open, Closed, All)
- Cancel Requisition Item
- Re-order
Basic Operations

Container Operations:

- Basic container management tool for transfer, dispose and dispose empty operations.
- Click on the ‘Container Operations’ tile
- Enter barcode (barcode can be acquired from a ‘Source Search’) and click ‘Search’
- Select ‘Operation’ type and ‘Recipient’
- Select ‘Deliver To’ location. Note: these locations are specified by user preference for preferred delivery location.
- Click ‘Submit’
Basic Operations

Printing a label from lab Inventory

- Select ‘Lab Inventory’ tile.
- Select the location in the drop-down menu.
- Click ‘Search’ button, which brings up the container in the locations.
- Select the ‘Edit Container’ icon.
- Click ‘Printer’ icon.
- Select the “Label Type” and the “Printer” from the drop-down menu.

Note: The drop-down location list is linked to the user’s “Alternative Delivery Location”.